

## Data protection notice on the use of eSignatures

Last updated: 16 April 2025

The European Institute for Gender Equality (EIGE) is committed to protect your personal data and to respect your privacy. EIGE collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

You will find information in this document pertaining to the processing of your personal data by EIGE. If, upon reading it, you still have questions, please contact us at:

EIGE's Data Protection Officer, [dpo@eige.europa.eu](mailto:dpo@eige.europa.eu)

ICT and Facilities Officer, [Helpdesk@eige.europa.eu](mailto:Helpdesk@eige.europa.eu)

### Purpose of processing

Your personal data is collected and further processed for the purpose of preparing and sending documents for your Signature.

Be informed that your personal data will not be used for any automated decision-making including profiling.

### Legal basis of processing

Depending on the type of document to be signed, the processing of your personal data may be necessary for:

- the management and functioning of EIGE<sup>1</sup>;
- compliance with a legal obligation to which EIGE is subject<sup>2</sup>; and
- performance of a contract to which the data subject is party<sup>3</sup>.

EIGE uses the Qualified Electronic Signature Service as provided by the Intesi Group Spa, an Italian law company. You are highly recommended to read their [privacy policy](#).

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<sup>1</sup> Processing is, therefore, justified under Article 5(1)(a) of Regulation (EU) 2018/1725.

<sup>2</sup> Processing is, therefore, justified under Article 5(1)(b) of Regulation (EU) 2018/1725.

<sup>3</sup> Processing is, therefore, justified under Article 5(1)(c) of Regulation (EU) 2018/1725.



## Types of personal data collected

The following personal data are processed:

- Personal identifiers: name, email address and electronic signature;
- Online identifiers: physical location, IP address, unique device identifiers and device attributes, like operating system and browser type, and usage data (e.g. web log data, referring and exit pages and URLs, platform type, number of clicks, domain names, landing pages, pages and content viewed and the order of those pages, the amount of time spent on particular pages, the date and time used our Services, the frequency of use, error logs, and other similar information; and
- Transactional data: names and email addresses of parties to a transaction, subject line, history of actions that individuals take on a transaction (e.g. review, sign, enable features) and personal information about those individuals or their devices, such as name, email address, IP address, and authentication methods.

## Individuals who have access to the data

Access to your name and signature will be provided to all signatories' parties as well as Intesi Group's employees and its sub-processors (please read their privacy policy to know who these are).

Access to your name, signature and email address will be provided to EIGE's staff members responsible for preparing and sending the documents for signature (e.g. Procurement team).

No other third parties will have access to your personal data, except if required by law.

No transfers of personal data to third countries or international organisations (outside the EU/EEA) take place.

## Retention policy

Personal data is kept by the Intesi Group for 20 years from the end of the relationship, except for biometric data which are deleted without undue delay.

## Security of your personal data

EIGE has implemented measures to protect information resources, including access control systems, antivirus software and authentication of users.

## Your rights as data subject

Within the limits set by Regulation (EU) 2018/1725, you have the right to access, rectify, erase and/or port your personal data, as well as to restrict or object to the processing of your personal data.

In order to exercise your rights, please contact [Helpdesk@eige.europa.eu](mailto:Helpdesk@eige.europa.eu) whereby you shall specify your claim (i.e. the right(s) you wish to exercise). The exercise of your rights is free of charge. If your request is manifestly unfounded or excessive, EIGE may refuse to act on it.

### **Other rights**

Should you feel that the processing infringes the data protection rules, you are entitled to raise a [complaint](#) with the European Data Protection Supervisor.